



**DEPARTMENT OF THE ARMY**  
**UNITED STATES ARMY GARRISON MANNHEIM**  
**UNIT 29901**  
**APO AE 09086-9901**

IMEU-MAN -ZA

**MAY 06 2010**

**MEMORANDUM FOR SEE DISTRIBUTION**

**SUBJECT: USAG-Mannheim Community Center Standard Operating Procedures (SOP)**

**1. REFERENCE.**

- a. AR 600-20, Army Command Policy, The Total Army Family, 15 Jul 99.
- b. Command policy on child supervision.

**2. PURPOSE.** The purpose of this SOP is to define policy, responsibility, authority, and procedures for use of the USAG-Mannheim Community Center located on Grant Circle, BFV (Bldg 2011).

**3. APPLICABILITY.** The provisions of this SOP apply to all Soldiers and Families assigned/attached to USAG-Mannheim, its agencies, tenant units and those private organizations sponsored by USAG-Mannheim requesting use of the community center.

**4. GENERAL OPERATIONS.**

a. The Community Center is managed by the Garrison Command Group and is available for use during the day, evenings, weekends, and holidays to those persons, tenant units and organizations approved for use on a "first come – first served" basis.

b. Those interested in using the center must contact the facility manager, Mr. Michael Groh who is located at building 258, Sullivan Barracks for reservation procedures. No telephone reservations will be accepted. All reservations will be requested and approved by using the reservation form located at Annex A of this SOP. The facility manager can be reached telephonically at DSN 385-2487.

c. The facility may be closed during major weather disturbances such as snow, heavy winds or ice storms. On these days users are encouraged to call ahead to confirm the facility is open. Announcements for closures will be posted at the facility entrances wherever possible.

d. The building is not handicap accessible.

e. The senior person/unit responsible for and approved for an event held in the community center will be held accountable for the conduct of all those attending the

approved event. Teens and children (17 years of age and younger) visiting or using the community center will be supervised at all times.

## **5. FACILITY USAGE.**

a. The facility main floor includes a large central room with adjacent training/conference room, kitchen, kitchenette, one and ½ baths, cleaning supplies room, maids' room, and attached screened sun patio. The kitchen is stocked with place ware, glass ware and eating utensils. The basement and garage are not available. The upstairs rooms are not available for use. The fireplace is available by special permission only.

b. An outdoor grill is available for use. Grill must be cleaned and properly serviced prior to facility turn-in.

c. Smoking inside the building is not permitted at any time.

d. The consumption of alcoholic beverages inside the building is permitted when requested and approved by the USAG-Mannheim Garrison Commander.

e. No candles (lighted) or animals (unless they are a certified service animal) will be allowed in the center at anytime.

f. Use of the facility for private parties (weddings, showers, birthdays, FRG meetings), or other like family functions are permissible. Use of the center for any and all functions that promote personal sales or business advancement is not authorized.

g. Overnights stays are NOT authorized unless approved prior by the Garrison Commander.

h. Building capacity at any given time is 49 total personnel.

i. To use the facility the approved requestor must have an approved request on file (Annex A) .The responsible person will be given a security and usage checklist to complete and sign before an entrance key will be issued. The building use and security checklist defines responsibilities for safety, security, and cleanup of different areas at the end of the event.

j. The key will be made available on the day of the event, the day prior to a federal holiday or on Friday if the event is scheduled during the weekend. The key must be picked up before 1700 at Building 258, Sullivan Barracks or by alternate means as coordinated through the facility manager.

k. The signature on the request for use form of the responsible person will indicate agreement with the facility use procedures and policies, and confirmation that s/he has read and fully understands this SOP. Compliance with the agreement will ensure the continued availability of the facility for programs and events.



l. User will be advised of any problem(s) and may be asked to return to the facility to correct identified problems. Substantiated negligence, which results in damage to furnishings, equipment or property loss, may lead to personal liability on the part of the responsible person.

m. Prior to securing the facility for turn-in, user will contact the facility manager who will meet the party at the center to conduct walk-through and accept the key for turn-in. During after duty hours, on weekends and US holidays, key will be turned in at the MP Station located in Building 256 on Sullivan Barracks. The MP Desk Sergeant will log key turn-in.

n. Users are requested to notify the facility manager, a minimum of 72 hours in advance, if they decide not to use the date reserved, so that it may be offered to other interested persons/parties.

o. Furniture, tables, and chairs may be carefully moved to support the set-up for the type of function planned by the group. The user group will return room to original layout at the end of the program.

p. Food may be consumed in the facility. Cleaning solvent for spills and a vacuum are available for clean-up. The facility does not provide paper products (napkins, paper plates, etc.), plastic silverware and other disposable products, or food and beverages. If needed, each group must provide their own. All food stuff must be removed from the premises at the conclusion of the event.

q. All upstairs rooms and basement areas will remain locked and unavailable for uses.

## **6. RESPONSIBILITIES.**

a. The Commander, USAG-Mannheim will;

(1) Maintain overall responsibility for the facility.

(2) Approve/disapprove by signature use of alcohol, requests for overnight stay, use of upstairs rooms and/or fireplace.

b. The Facility Manager will:

(1) Oversee the daily upkeep and management of the center.

(2) Maintain grounds and facility. Submit repair work orders through Directorate of Public Works as required.

(3) Establish and maintain key control procedures as well as reservation process.

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(4) Process requests for use forms through command channels for approval where appropriate (i.e. use of alcohol).

7. POC is Mr. Mike Groh at DSN 385-2487, [michael.groh@eur.army.mil](mailto:michael.groh@eur.army.mil)



ELIZABETH RYAN GRIFFIN  
LTC, EN  
Commanding

2 Encls

1. Annex A: Facility Use/Approval Request Form
2. Annex B: Facility Checklist

DISTRIBUTION:

USAG-M Directorates & Garrison Staff  
Tenant Units

**USAG MANNHEIM COMMUNITY CENTER  
-BUILDING 2011, GRANT CIRCLE-**

**FACILITY USE REQUEST**

For consideration of requests for use of the Center, this form must be completed in its entirety and returned to the Facility Manager, Mr. Mike Groh, (Building 258, Sullivan Barracks; DSN 385-2487) as soon as possible. Use of the facility is on a "first come-first serve" basis.

**REQUESTOR INFORMATION: (PLEASE PRINT CLEARLY)**

Name: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Organization: \_\_\_\_\_

Individual/Contact Person: \_\_\_\_\_ Email Address: \_\_\_\_\_

Duty/Business Phone: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

**EVENT INFORMATION:**

Date requested: \_\_\_\_\_ Type of Event: \_\_\_\_\_

Total Expected Attendance: \_\_\_\_\_

Time of Use (\*\*Including Set up/Clean up\*\*): From: \_\_\_\_\_ To: \_\_\_\_\_ Total Hours: \_\_\_\_\_

**FIREPLACE USE:**

Are you requesting permission for use of fireplace? Yes \_\_\_\_\_ No \_\_\_\_\_

**ALCOHOLIC BEVERAGE USE:**

Are you requesting permission for alcoholic beverage use? Yes \_\_\_\_\_ No \_\_\_\_\_

Type of Alcohol: Beer \_\_\_\_\_ Wine \_\_\_\_\_ Liquor \_\_\_\_\_

1. The use of Alcoholic beverages is **prohibited** in or on the premises unless expressly authorized by the Commander, USAG-Mannheim. Alcoholic beverages may not be offered for sale during an event.
2. If alcoholic beverages are permitted, use shall be confined to the grounds of the community center and requestor acknowledges and agrees to uphold regulations and law in prohibiting the dispensing or serving of alcohol to any person under the age of 21 years.
3. Lessee is responsible for the removal of all alcohol beverage containers from Community Center's property at completion of event including empty bottles and cans.

**PERMISSION FOR CONSUMPTION OF ALCOHOLIC BEVERAGES IS APPROVED / DISAPPROVED**

**PERMISSION FOR USE OF FIREPLACE IS APPROVED / DISAPPROVED**

\_\_\_\_\_  
**ELIZABETH RYAN GRIFFIN  
LTC, EN  
COMMANDER USAG-MANNHEIM**

**GENERAL TERMS AND CONDITIONS: PLEASE READ BEFORE SIGNING BELOW**

1. Smoking is prohibited in all areas of the facility.
2. Children accompanying adults must be supervised at all times.
3. Requestor is responsible for complete clean up and disposal of trash. All trash to be removed to outdoor receptacles. *All bottles and cans are to be removed from property at conclusion of event.*
4. All food and drink shall be confined to the grounds of the facility.
5. The requesting individual agrees to assume and be responsible for any expense(s) incurred for damage(s) to the premises or Center's property resulting from use.
6. The Community Center does not accept responsibility for loss or theft of articles belonging to requestor or any member of his/her party, or injury or accident to any said person on the grounds of or in the facility, and is absolved by requestor of all liability, which may result thereof.
7. Outdoor activities cease at 10:00 p.m. as required by local law and in consideration of our neighbors.
8. Taping, mounting or displaying items on any painted surface is not allowed.
9. Any items/supplies brought into the facility or placed on the Center's property must be removed at of the conclusion of the event. Items remaining after turn-in of keys will be disposed of as abandoned property. Any charges for disposal will be borne by the requestor.
10. All furniture will be returned to its original location at the conclusion of use.

In requesting the use of Community Center, I hereby acknowledge that I have read and understand the above terms and conditions, that the information provided by myself is true and accurate, and that I accept full and complete responsibility for the conduct and safety of the group and any and all damages that may result as a consequence of the rental.

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_



## Facility Use Checklist

Please note that it is the responsibility of the group or individual using the facility to set up clean up and return the facility to normal setup after the approved event or activity.

\_\_\_\_\_ Collect all garbage into bags and bring it out to the receptacles located by the garage. *All bottles are to be removed from property and recycled at appropriate containers located throughout post.*

\_\_\_\_\_ Wipe off tables. If food or drink is involved, wipe all tables clean using a mild soap and water solution. If stains occur please notify office so correct cleaning solutions can be used to remove stains.

\_\_\_\_\_ Return all furniture to their proper places after your event. Return all rooms used to their normal set up.

\_\_\_\_\_ If using the kitchen, please wash and dry all dishes, pots and pans, and utensils used and return them to the correct cupboard. Empty and wipe out refrigerator and take all extra food and beverage with you unless specific plans for usage have been made. Clean range top, ovens and microwave if used. Wipe counters and leave kitchen clean and ready for the next use.

\_\_\_\_\_ Sweep floors, mop and vacuum as needed.

\_\_\_\_\_ Clean bathrooms to include toilets, sinks, mirrors and floors.

\_\_\_\_\_ Clean out fireplace if used.

\_\_\_\_\_ Police center grounds for trash.

\_\_\_\_\_ Report any damage to equipment or property promptly to the office.

\_\_\_\_\_ Remove any items put up on the walls or set out in connection with your event.

\_\_\_\_\_ If the building is not in use when finished, please check that all doors are locked, windows are closed, and lights are off. Then lock up.

Brooms, a dustpan, etc. are located in the supplies room located off the kitchen. Please return them when you are done using.

**Thank You for your co-operation.** Help us with these guidelines. This will allow us to better serve the needs of everyone who uses the facility.